

13. BASIC FUNCTION OF POSITION:

Incumbent works as a member of the General Services and Facilities Management team to accomplish all assigned tasks at the Chancery, warehouse and residential properties. The incumbent will specifically focus on warehousing, storekeeping and maintenance.

14. MAJOR DUTIES & RESPONSIBILITIES:

- Responsible for the storage and issuance of expendable and non-expendable supplies and the operation of the Embassy supply room and warehouse.
- Responsible for the physical condition and cleanliness of the supply room and warehouse. Sweeps, mops and dusts as needed. Ensures furniture and welcome kit items are covered to protect from dust and other elements. Keeps the supply room and warehouse free of debris and clutter. Ensures aisle ways are clear and items are safely stored.
- Moves incoming items to and from storage areas, using hand trucks, and other materials handling equipment (MHE), and stores them in bins or on shelves or pallets, making best use of available space.
- Delivers and/or issues items on the basis of an approved requisition document, retrieves items from the storage area, assembling items by requisition, moves to issue area, and records requisition to indicate items issued. Provides record of issued items to Supply Assistant for stock adjustment.
- Installs items into offices and houses. Uses embassy vehicle to transport to location. Uses MHE as required in delivering. Does basic installation and hook-up of household appliances including washers, dryers, dishwashers, TV's.
- Assists Supply Assistant in conducting periodic inventories of all expendable and non-expendable supplies, equipment and furnishings and the preparation of Hospitality Kits issuance and collection of incoming and outgoing personnel.
- Incumbent also supports the Supply Assistant in the receipt, warehousing, accountability and issuance of all household and office furniture and non-expendable supplies and equipment; recommends methods of organizing the warehouse to improve efficiency and assumes these duties in that person's absence.

- Responsible for setting up of residential quarters for newly arrived personnel. This will include arranging and installing for adequate initial furnishing, hooking-up appliances, tuning TV, delivering welcome kit.

A. Other duties as required

Performs duties to ensure that properties are maintained to an acceptable standard. These duties may include:

- Cutting grass and performing other gardening tasks such as, but not limited to keeping the Embassy entrances clear from leaves and other debris daily.
- Minor carpentry, plumbing and electrical work.
- Escorting trades people within USG and short-term lease properties.
- Work occasional overtime such as but not limited to; scheduled after hours and weekend work.
- Take refuse and debris to the tip.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Completion of high school is required.
- b. **Prior Work Experience:** Two years of experience in the transportation or a closely related field is required and/or minimum of two years progressively responsible experience in warehouse/stores inventory and supply.
- c. **Post Entry Training:** USG warehousing/property accountability procedures.
- d. **Language Proficiency:** Good working knowledge (Level III) English is required.
- e. **Knowledge:** Must have knowledge of standard office and stores procedures.
- f. **Skills & Abilities:** Must be able to use all Material Handling Equipment (MHE), operate moving van/truck, operate common tools for minor construction, plumbing and electrical work. Must possess a local driver's license. Must have basic computer skills and be able to use basic office equipment.

16. POSITION ELEMENTS:

- a. **Supervision Received:** Receives daily direction, guidance and supervision and reports to the Supply and Shipping Assistant.
- b. **Available Guidelines:** FAM and FAH regulations and procedures of the Departments of State and Defense.
- c. **Exercise of Judgment:** Incumbent has authority to determine how the work will be completed and in what order.
- d. **Authority to make Commitments:** None
- e. **Nature, Level & Purpose of Contacts:** Will have contact with all Embassy staff. Will be in contact with contractors and workmen who will be working in the properties. Occasional contact with shipping and freight forwarding contractor.
- f. **Supervision Exercised:** None
- g. **Time Required to Perform Full Range of Duties:** 6 months